

Nationwide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	15-038
Date of announcement:	12 May 2015
Closing Date:	12 June 2015 (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
Start Date No Later Than:	N/A
Position Description & #:	Personnel #1056895
Duty Location:	Creech AFB, NV
Unit:	232d Operations Squadron
Area of Consideration:	Nationwide*; All eligible for membership in the Nevada Air National Guard
Grade:	Enlisted, Min E-5/SSgt-Max E-6/TSgt
AFSC:	3A1X1 Preferred but not required. Must be eligible to become 3A1X1 qualified. Failure to complete 3A1X1 course will result in the termination of AGR tour.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	1SG Anderson (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	MSgt Sipes (702) 384-0757 /DSN 384-0757 christopher.sipes.1@us.af.mil
NOTE: *Nationwide means: All eligible for membership in the Nevada Air National Guard, AGR's, Active Duty or Traditional Members of the National Guard and Reserve may apply.	

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 20131111, must be complete with original signature (Available on NGB Forms) http://www.ngbpd.c.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Completed Standard Form 181
3. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
4. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
5. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
6. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
7. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
8. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
9. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
10. Initial Last five EPRs (if applicable) submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR.
11. Initial Photograph:
 - Official Military BIO Photo in Dress uniform without headgear preferred. Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).

12. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

13. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received in the HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties: This position is located in 232d Operations Squadron, Nevada Air National Guard at Creech AFB Las Vegas, Nevada. Supervises and performs personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; and Commander's Support Staff (CSS) tasks. Interviews and classifies airmen and officers. Advises on career progression. Updates military personnel data system (PDS) records. Manages Air Force retention programs, assists military personnel in making career decisions, and advises on benefit programs. Ensures compliance with personnel policies, directives, and procedures. Related DoD Occupational Subgroup: 153100.

Duties and Responsibilities:

Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and receptionist duties. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.

Human Resources. Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.

Executive Support. Provides executive administrative support to General Officers and Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates gifts, and manages guest lists.

Postal and Official Mail. Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services. Provides security for all mail and postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies,

operations plans, and adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS). Prepares and receives incoming/outgoing mail from military or commercial carrier and checks manifest against mail received to ensure proper receipt. Operates Official Mail Center and prepares/distributes organizational mail.

Commander Programs. Assists commanders and directors with organizational support duties, to include organizational responsibilities and unit-level execution of tasks/programs from various functional communities. Provides ceremony support such as assisting with commander's calls and other events.

AFSC QUALIFICATION REQUIREMENTS:

3A1X1 preferred but not required. Must be able to become 3A1X1 qualified. Failure to complete 3A1X1 course will result in the termination of AGR tour.

Mandatory AFSC Entry Requirements:

- Aptitude Admin 47
- Demonstrated Weight lift of 70 lbs
- PULHES 222222

AFSCs not open to non-United States Citizens. AFSCs identified are open to United States nationals.

ADDITIONAL REQUIREMENTS:

Knowledge. Knowledge is mandatory of: office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures; and other support tasks.

Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Courses in business, English composition, computer software, and keyboarding are desirable.

Training. For award of AFSC 3A131, completion of Administration initial skills course is mandatory (until this course is available, the Knowledge Operations Management course will be used).

Experience. The following experience is mandatory for award of the AFSC indicated:

Qualification in and possession of AFSC 3A131. Experience performing administrative functions such as office management, human resources, executive support, postal, official mail and other support.

Qualification in and possession of AFSC 3A151. Experience supervising and performing administrative functions.

Qualification in and possession of AFSC 3A171. Experience managing and directing administrative functions.

<u>MINIMUM ELIGIBILITY CRITERIA:</u>
<p>To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate <u>in writing</u> a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.</p>
<u>THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER</u>
<p>Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.</p>